

Job Discription

HSE Section Head

- Develop and implement Health, safety and emergency preparedness strategies and action plans, to ensure corporate sustainable development.
- Develop and implement Health and Safety management systems (Plans and instructions) to continually improve the impact control of the organization activities on the employees, equipment, materials and public Health and Safety.
- Follow up the implementation of the organization Health and Safety policies and practices.
- Ensure compliance with the Health and Safety legislation and keep up to date with national and international regulation and legislation.
- Ensure sustainable supply chain for all goods and services and coordinate the prequalification process for subcontractors, supplier and vendors.
- Ensure the required analysis for the project Health and Safety aspects and impact during the tendering phase, identify the required resources and develop the Health and Safety risk register and management plans.
- Ensure the development of the operation control plans, instructions and risk assessment.
- Liaise with relevant bodies such as local authorities, public bodies and competent bodies.
- Take a part in audit, analysis, assess and report of health, safety, emergency and fleet safety performance to internal and external parties and regulatory bodies.
- Ensure that the required Health and Safety risk assessments are carried out to identify, assess and reduce the organization's environmental and health risks and financial costs.
- Promote and raise awareness, at all levels of an organization, of the impact of emerging Health and Safety issues.
- Ensure that the best practice in areas of corporate, ethical and social responsibility are implemented and address any issues arising.
- Manage relations with the board of directors, senior management and internal staff.
- Lead the investigation of the accidents to identify the possible root causes, required corrective / preventive actions and follow up the action implementation with the concerned parties.
- Negotiate Health and Safety service agreements and manage associated costs, revenues and budgets.
- Set organizational sustainability targets, and develop plans to meet those targets and oversee their delivery.
 - Managing the Health and Safety teams within the company projects and coaching them to achieve the company goals and targets.

Clinic Administration Manager

- Conduct the clinic daily operations and continuously monitor the state of health of the employees and performing the required diagnostic procedures for site employees.
- Follow up with project functions and contractors the medical fitness examinations; periodic, pre, post-employment of employees to be conducted in accordance with the applicable laws and the company health policy.
- Conduct the Hygiene & Health Surveillance, inspections and campaigns within the site facilities; camp, canteen, drinking water, sanitary facilities, ambulance, site clinic and first aid boxes and report any deviations to the involved parties.

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- Conduct the first aid training & health awareness programs with the project HSE training team and follow up the training effectiveness through the injury logs and through the emergencies analysis findings.
- Conduct the alcohol and drugs use and abuse examinations based on the pre-entry examination and the random test in coordination with senior health specialist.
- Update the medicine inventory log, clinic set up, periodic inspection and clinic devices calibration.
- Ensuring that the Bio-Hazard wastes disposal is performed in accordance with the local authorities' legislations.
- Assist the senior health specialist to analyse trends, make recommendations for improvement and submit regular reports to the Project HSE Manager on the status of the health and injuries management program.
- Support the development and implementation of the project HSE and Health policies. Ensure that the health and emergency training complies with applicable laws and standards requirements.

HSE Superintendent

- Ensure compliance by all parties with project HSE requirements, HSE regulations, all relevant legislation and client requirements.
- Ensure the compliance with project HSE KPIs, company's HSE objectives, requirements, priorities, policies, procedures, standards, rules, regulations and guidelines.
- Monitor the construction activities and facilities inspection and make sure that these are executed as per the project HSE inspection and testing plan.
- Support visible HSE leadership such as, HSE walk-downs for all areas, deviations reporting, recommended solutions and participation in the regular Toolbox Talks.
- Direct and support the identification of HSE hazards, evaluation of risks for all activities and develop the tools to manage and reduce these risks.
- Take part in the review and comment on the subcontractor HSE plans based on the Project HSE Manager action plans.
- Participate in and/or review the activities Method statement and risk assessment for the activities under his/her authority.
- Ensure that all actions, works and services undertaken by the site functions are in accordance with the respective of the MSRA, PTW, lifting plans and corrective action plans.
- Interface and coordinate information with the HSE field manager and the concerned parties.
- Ensure the HSE roles and responsibilities for each project team position, key contractor and vendor positions are implemented and maintained.
- Ensure that Project HSE programs and procedures are implemented, reviewed and improved as needed.

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- Provide HSE functional guidance, inspection, training and participation in meetings for individual contractor and sub-contractor HSE professionals. Participate in contractor kick-off meetings.
- Maintain contact with concerned groups for Emergency Preparedness and Response internally and externally to direct and inform them in case of any emergencies.
- Participate in incident control duties during major accident emergencies or drills.
- Implement and maintain execution of the HSE Non-Conformance and Incident reporting and provide input during the collection of Lessons Learned for the project HSE aspects deviations.
- Ensure leading and lagging HSE performance measures for the subcontractors and the other functions within the project are developed, compiled, maintained and reported.
- Follow up the actions with his/her subordinates, distribute the daily tasks in accordance with the project look-ahead schedule and update the daily HSE action plan.
- Conduct close supervision for the HSE team and continual evaluation and monitoring for their performance and competency. Producing the proposal for the senior and junior HSE personal development plans.
- Participate with the Project HSE Manager and the other development parties to build the HSE capacity for the HSE team.

HSE Supervisor

- Ensure compliance by all parties with project HSE requirements, HSE regulations, all relevant legislation and client requirements.
- Follow up and monitor the construction activities and facilities inspection and make sure that these are executed as per the project HSE inspection and testing plan.
- Support visible HSE leadership such as, HSE walk-downs for all areas, deviations reporting, recommended solutions and participation in the regular Toolbox Talks.
- Participate in and/or review the activities Method statement and risk assessment for the activities under his/her authority.
- Follow up the implementation of all actions, works and services undertaken by the site functions and ensure to be in accordance with the respective the MSRA, PTW, lifting plans and corrective action plans.
- Provide HSE functional guidance, inspection, training and participation in meetings for individual contractor and sub-contractor HSE professionals. Participate in contractor kick-off meetings.
- Follow up with concerned groups for Emergency Preparedness and Response internally and externally to direct in case of any emergencies.
- Participate in incident control duties during major accident, emergencies or drills.
- Implement and maintain execution of the HSE Non-Conformance and Incident reporting and provide input during the collection of Lessons Learned for the project HSE aspects deviations.

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- Prepare the performance report which include the leading and lagging measures for the subcontractors and the other functions within the project and report it to the leaders/managers.
- Follow up the actions with his/her subordinates, distribute the daily tasks in accordance with the project look-ahead schedule and update the daily HSE action plan.
- Prepare the daily HSE report, monthly HSE report and update the HSE performance monitoring log in coordination with HSE lead / manager.
- Conduct close supervision for his/her subordinates, continual evaluation and monitoring for their performance and competency.
- Participate with the HSE leads and the other development parties to build the HSE capacity for the HSE team.

Senior HSE Officer

- Assist the senior and leads level in follow up the implementation of the project HSE requirements, HSE regulations, all relevant legislation and client requirements.
- Participate with the senior and leads level in monitoring the construction activities and facilities inspection and make sure that these are executed as per the project HSE inspection and testing plan.
- Follow up the implementation of all actions, works and services undertaken by the site functions are in accordance with the respective of the MSRA, PTW, lifting plans and corrective action plans.
- Follow up the actions with the subcontractors as per the walk down results, meetings actions and the performance review action plans.
- Report any incidents that happens in his area such as: Unsafe acts, Unsafe conditions, Near-misses or Accidents
- Have the right to stop unsafe works or nonconformity works against project HSE plan, company procedures or HSE standards.